

Selection Process

The process may include a panel interview and other related test components. A background investigation, credit check, polygraph exam and medical evaluation are required for this position. Only those candidates who have the best combination of qualifications in relation to the requirements and duties of the position will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to participate in the process.

THE CITY OF FREMONT IS AN EQUAL OPPORTUNITY EMPLOYER

REASONABLE ACCOMMODATION

Human Resources will make reasonable efforts in the examination process to accommodate persons with disabilities. Please advise Human Resources of any special needs in advance of the selection process by calling (510) 494-4660.

The information contained herein is subject to change and does not constitute either an expressed or implied contract.



Contact the City

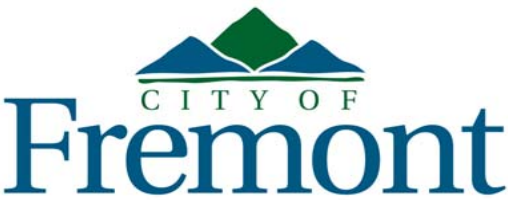
Phone: (510) 494-4660
Website: www.fremont.gov/employment

Human Resources Department
City of Fremont
3300 Capitol Avenue, Building B
Fremont, CA 94538

Connect with Us:   

13POL02

Posted: 01/22/13



Invites Your Interest In The Position Of
Animal Services Officer



Are you interested in being part of a dynamic City where you can truly make an impact? Do you enjoy the challenge of working as an effective team member in a fast-moving environment? Can you use your exceptional customer service skills to provide a caring and humane environment for animals under your charge? Then, Fremont Animal Services may be the place for you!

**First Review of Applications:
February 8, 2013**

YOUR FUTURE IS IN FREMONT

This is Our Fremont Community



The City of Fremont is a full-service city with a budget of \$133.5 million in fiscal year 2012-2013, employing 840 regular employees. It is one of the most ethnically and culturally diverse cities in the Bay Area, with over 145 languages and dialects spoken in our schools. Fremont is recognized as a family friendly community with great schools, beautiful parks and a low crime rate. The City continues to be an innovator in municipal government, with dynamic leadership provided by the City Council and City Manager.

The Position

The Animal Services Officer is a journey level position that serves as a member of the Animal Services team in providing a caring, humane environment in which to perform animal and vector control duties in the animal shelter and in the field. The position is responsible for the enforcement of municipal codes, investigation of animal welfare abuses, animal bites and other duties at the Animal Shelter.

Examples of Duties

- ◆ Patrol assigned geographical area of the City
- ◆ Pick up unleashed or dead animals
- ◆ Investigate complaints, animal bites and reports of animal abuse
- ◆ Quarantine animals
- ◆ Issue warnings and/or citations
- ◆ Gather information and obtain statements from the public on animals creating nuisances
- ◆ Operate, clean, and maintain animal control trucks and other animal control equipment
- ◆ Prepare investigative reports
- ◆ Recommend appropriate solutions to animal service requests
- ◆ Search for and identify the presence of vectors, vector attractants, food sources and harborage
- ◆ Develop and recommend action plans for property owners, tenants and other public officials for eradication of vector problems
- ◆ Receive stray and relinquished animals
- ◆ Assess animal health
- ◆ Clean and sanitize cages and runs
- ◆ Euthanize injured or unclaimed animals
- ◆ Maintain shelter records
- ◆ Receive and respond the customer service requests
- ◆ Provide food and water to animals housed in the shelter
- ◆ Receive fee payments for services
- ◆ Provide information regarding animal behavior and care
- ◆ Other duties as assigned

Education and Experience

Any combination of education and/or experience which has provided the knowledge, skills and abilities for satisfactory job performance would be qualifying. A typical way to obtain the required knowledge, skills and abilities would be: Possession of a high school diploma or equivalent and one year of experience in the interpretation and enforcement of laws or codes, preferably related to animal and/or vector control work.

Ideal Candidate

The City is searching for a self-motivated individual who has exceptional customer service skills and written and oral communication abilities. The successful candidate must be team-oriented, support team goals and objectives and work cooperatively with other team members. In addition, the incumbent will have the ability to learn, interpret and enforce laws, ordinances and policies related to the administration of the Animal Shelter and animal field services.

Licenses/Certificates/Special Requirements

Successful completion of PC 832 Arrest and Firearms Course training by completion of probation is required. Possession of a valid Class C California Driver's License is required at date of hire. The candidate must possess the willingness to work weekends, holidays, nights and rotating shifts, respond to emergency animal service assignments during off-duty hours and wear a uniform.



Compensation and Benefits

The annual salary is \$50,205 — \$61,034 depending on qualifications. Current benefit features include:

Cal PERS Retirement Benefit*

- ◆ Classic Employees - 2% @ 60 benefit, 3 year final average compensation.
- ◆ New Employees - 2 % @ 62 benefit, 3 year final average compensation.
- ◆ Required PERS contributions vary by plan. All required contributions are tax deferred.
- ◆ Cafeteria Benefits Plan for employees/dependents includes \$1,521.95 monthly for vision, medical and dental plans; child care and medical expenses can be paid for with pre-tax dollars.

A complete benefits summary can be found at Fremont.gov or by using this link:

[Benefit Summary](#)

This position is represented by the FACE bargaining unit. The probationary period for this position is twelve (12) months.

*Refer to CalPERS web site for complete definitions of Classic and New employees:
www.calpers.ca.gov

Application Instructions

To be considered for this position, submit a completed City application and resume:

- ◆ Through our online application system at www.fremont.gov/apply or;
- ◆ To the Human Resources Department at 3300 Capitol Avenue, Building B, Fremont, CA 94538

The first review of applications is February 8, 2013. Applications received after this date may not be considered and the position may close without notice.